



# CORE MINUTES

## July 9, 2018

Present: Carol Anderson Margaret Alewine Eric Moore  
Rita Artemus Denise Koon George Pullie  
Mark Wade Darline Graham Jeanne Lisowski  
Jerry Neel

Guests: Jim Williams Laura Spears

### Old Business/Action Items Follow Up

#### Post Exit Educational and Wage Data Verification Process

- Margaret distributed a draft Supplemental Wage Verification Procedures document (Post-Exit Data Elements – Procedures and Data Sources) and Technical Assistance Circular information to assist with a break down for confirming verification for high school credentials and employment for all quarters and fiscal year.
- Margaret has approached the Commission on Higher Education and the Technical College System regarding data sharing agreements but has not been able to get responses yet. An agreement with the National Student Clearinghouse has been signed. Individuals that are not on the UI system or self-employed, federal and military employees will need methods established to gather wage information.
- Recommendation to open an account with The Work Number and use that to verify although this will come at a cost. Margaret will confirm the cost – the first step to verify after UI data matching – if an employer uses this. Mechanism will be needed to identify which consumers require supplemental wage information, and it needs to be least cumbersome (i.e. survey process).
- The most recent post-SEO survey had a 38% response rate from surveys sent, and a similar program can be designed for supplemental wage information. At the federal level they are working on a program that will provide access for individuals that go to work in other states but not confirmed as to when this will be available.
- Although there is a lag time in reporting, procedures need to be put into place soon.
- For exiters, there is a lag time from exit to verification from UI Wages. The 911 data can record 'not available' for two consecutive quarters if UI wages or supplemental information is not available and by the third quarter it is reported as "no wages."
- Denise advised RSA has made it clear that a process and procedure has to be documented. Outline of how UI wage validation is received and recorded will be documented in the procedures draft.

- George advised a request for paystubs is in place. As of July 6, 2018, there were 2,895 currently employed and well on the way to reach 5,000 by the end of the year.

**Action Items:**

- Meet with IT to develop application and process procedures. Develop self-employment work sheet and time frame to complete process.
- Develop system to capture self-employed, federal and military employees.
- Confirm cost of utilizing The Work Number to verify wage information.
- Implement procedures for wage lag time reporting.

**Responsible party:** Margaret, George, Rita and Carol

**Area Office Staffing Patterns**

- Margaret distributed summary of staffing recommendations and what has already been completed for each area. Two areas were identified as pilots (Camden and Greenwood) for restructuring.
- Denise asks to be advised when there are changes to FTE and PT staff.

**Action Item:**

- Follow up with Houston Matthews and Summer Rigby on restructuring and then at the end of July to determine what is necessary and critical.

**Responsible party:** Carol Anderson

**Supervisor Work Group Recommendations**

- Carol presented Supervisor Cost Saving recommendations and final responses from the January 25 Supervisors meeting.
- Review the MAP process.

**Action Item:**

- Jerry, George and Rita will review MAP and process on August 1 and follow up with recommendations for improvement at August CORE meeting.
- Carol will forward final responses to the Commissioner for review on July 20.

**Responsible party:** Carol, Jerry, George and Rita

**Transition Counselor Core Duties**

- Rita and Laura Spears will review the Transition Counselor job duties based on report regarding PARS. [COMPLETED]
- Revised job duties submitted to CORE for review. Feedback to be submitted to Rita by July 18.
- Rita, Carol, Margaret and George will meet July 19 to review General Counselor and ACSM core duties and follow up at August 13 meeting.

**Action Items:**

- Rita will submit to Commissioner for approval once July 18 feedback is received.
- Revisions to General Counselor and ACSM core duties to be discussed at August CORE meeting.

**Responsible party:** Carol, Jerry, George and Rita

**I. New ITTC Program ..... Ali Cato**

- Met with BAC regarding new program that would replace current curriculum with new eight week Office Review and Certification (ORC).
- New program will assist those clients that have some experience but no certifications.
- An assessment will be completed while at Eval Ctr.
- Ali distributed the tentative schedule and newsletter and advised an email will go out this week to supervisors.

**II. Update on WIOA Performance Measures ..... Margaret**

- Margaret distributed the most current UA Wage data submitted (2017 2<sup>nd</sup> quarter closures) and the plan to update quarterly
- The report is built to assist with internal bench marking and is required to report performance measures through 911 collection.

**Action Item:**

- Follow up with George and Margaret regarding SFY 2018 data validation for credential attainment and measurable skills gained information.

**Responsible party:** Margaret and George

**III. Maximizing Utilization of ATSS Positions to Support Counselors.....Rita**

- What job duties, if any, could the ATSS perform to free up the Counselor to complete required duties? Determine how to maximize ATSS job duties to better assist Counselors.

**Action Item:**

- Identify work group and follow up at August CORE meeting.

**Responsible party:** Rita Artemus and Margaret Alewine

**IV. Target Goals for Total Consumers Working ..... Margaret**

- Performance goals, WIOA and the goal focused entirely on employment outcomes has been reduced and we must balance it out to serve consumers.
- Outcome goal is 5,000. The total working consumers is approximately 2,900 currently.

- Referral totals have decreased over the past year and measures are needed for setting goals for total consumers working.
- Target goals would be presented as a minimum threshold.
- Propose a phased target for total number of working that will get us to the 1/3 of the employment outcome goal.

Action Item:

- Retrieve information and follow up regarding method for weighted closures at August meeting.

Responsible party: Margaret Alewine.

V. Update on PARS.....Laura Spears and Denise

- Laura advised an updated PARS desk guide was sent out today.
- Video conference to be held on August 6 and summer series will address getting to 80%.
- Counselors providing assistance to anyone 21 years or younger may need to start completing PARS.
- Denise distributed PARS information from June 1 and 16 pay periods.
- Meeting scheduled for August 1 regarding transition re-allotment funds that need to be spent within the next year.

Action Items:

- Reach out to Area Offices to ensure all time is being accounted for and submitted on PARS.
- Develop a plan from August 1 meeting regarding how to spend transition re-allotment funds within the next year and present at August CORE meeting.

Responsible party: Laura and Denise

VI. Update on Prior Approval..... Denise

- Denise requested all anticipated upcoming capital projects be submitted by August 4 (i.e. equipment purchases for clients, equipment purchases for the agency, etc.).

Action Item:

- Provide breakdown of capital projects and costs and present at August CORE meeting.

Responsible party: Denise Koon

VII. JRT Reporting System .....Jerry

- Jerry presented new Fiscal and JRT Employment Services report for review. CORE approved the new format of the Fiscal report with the recommendation to include definitions for each column be included when distributing to supervisors to ensure report is understood.
- The JRT Employment Services Report will be introduced to the Commissioner for input and approval.

Action Item:

- Develop JRT reports that are in line with WIOA and agency standards including financial impact and operating costs.
- Provide monthly progress update at CORE meeting until completed.

Responsible party: Jerry Neel

VIII. Employer Engagement Reporting and Tracking System Update ..... Darline

- Darline advised of background on the Employer Engagement Reporting.
- Jim Williams presented new simplified system and process of reporting that would reduce application steps from 19 to 9. The system is in testing now with the plan to provide some relief to the field before the final version is completed.

Action Item:

- Meeting with Jason Colson to preview system and determine date to implement system.

Responsible party: Darline and Jason Colson

IX. Mentoring Youth in New Directions (MYND).....Carol

- Carol distributed WINTAC information regarding a proposed mentoring program for discussion.
- Denise stated several grants had been applied for in the past for a similar program.
- Program could be useful but at this time, CORE agreed other initiatives take precedent.
- ABLE has a peer mentoring program already and CORE consensus to not duplicate.